

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: October 1, 2002

LEAVE ACCOUNTING LETTER # 02-025
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager
Customer Support Section

Re: CLAS CIVIL SERVICE WORKBOOK REVISION #W1 (INTERNET VERSION)

The internet version of the CLAS Civil Service Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.htm>

After entering the web site, the workbook may be accessed by clicking on the 'References' button, then clicking on the 'Civil Service Workbook'.

This revision includes new transactions for Family Activity Leave, Family Crisis Leave, Extended Bereavement Leave, and Fiscal Year Bereavement.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised and a summary of the revisions by Section:

Remove Pages

Insert Pages

34 - 174

34 - 182

Section - PROCESSES

Vacation to Annual Leave checklist revised.

Checklist for transferring from Annual Leave to Vacation/Sick Leave now includes check for transferring Vacation hours to Sick Leave.

Positive Paid Employee procedures expanded
to include Mid-Month timebase adjustments and
Selected Payment chart.

Section - JOB AIDS

New transactions for Family Crisis, Family Activity,
Extended Bereavement and Fiscal Year Bereavement
added.

Section - EXAMPLES

Inserted reminder note to add Sick Leave first
when adding both Annual Leave and Sick Leave.

Inserted procedures to cover the transfer of Vacation
hours to Sick Leave.

Section - INFORMATION

Section heading changed from Critical Dates to
Information.

Blank copy of the Employees Statement of Leave
Information added.

If you have any questions regarding this letter, please contact
the Leave Accounting Liaison Unit at (916) 327-0756.

RH:dk